

# Job Description: Program Director

**Purpose:** Working alongside a Co-Program Director oversee and lead the camp through the daily camp program, ensuring there is a balance of organization and creativity throughout the program.

**Responsible to:** Ministry Director and Executive Director(s)

**Wage:** \$450/week

## Qualifications:

- Must be 18 years old, graduated high school, and have an active, growing relationship with the Lord Jesus Christ.
- Must possess leadership skills and be able to give guidance to summer missionaries and campers throughout each day.
- Must be creative as this is a key to a good camp program.
- Able to be flexible with the camp program to allow space for weather hazards or other causes for program changes.
- Must possess camp experience, a love for kids and youth, and a desire to see them grow.
- Must be able to accept responsibility, have the ability to submit to the authority of those over you, and possess a desire/ability to work as a team and get along with others.

## Responsibilities:

- Assist with Summer Missionary Training prior to camp.
- Assist with Spring Maintenance projects in down times.
- Decide on a program theme and find ways to weave that theme into the camp activities.
- Maintain a balance of responsibilities between Program Directors with constant communication to ensure there is consistency and completion of all camp aspects.
- Assist with registration on registration day.
- Plan and lead wide and night games.
- Plan themes/structure for week night campfires (minimum 1 per week).
- Make sure program sirens are rung on time.
- Assign Cabin Leader time off and skills to instruct each week.
- Assign Junior Cabin Leader time off and skills to assist with each week.
- Let the campers in to eat at meals and make appropriate announcements.
- Decide on options for cabin interest.
- Decide on a method for cabin awards.
- Oversee and monitor all skills throughout the summer, providing feedback to Cabin Leaders and leadership as needed.
- Make sure all campers are in the proper skills.
- Organize Bible Memorization.

- Coordinate and oversee theme/fun meals (at least 4 per week).
- Submit a summer report to Directors at the end of camp.
- Submit weekly Program Director reports to Directors.
- Provide leadership to one chapel music team selecting songs and organizing practices.
- Teach a skill if/as needed.
- Mentor 3-4 summer missionaries, including been mentored by a superior.
- Adhere to the One Hope Canada and KLBC Statement of Faith, Code of Conduct and Summer Missionary Expectations.
- Perform any other tasks at the request of the Directors.

